

**Department of Early Education and Care  
Disabilities/Special Needs Flexible Funding Check List**

Please check to confirm that you have included all the documentation necessary to submit a request for Disabilities/Special Need Flexible Funding.

- ☐ Children with Disabilities/Special Needs Flexible Funding Application Request
- ☐ Parental request and consent initiating information from the Local Education Agency (LEA), Early Intervention Program or other health or service providers
- ☐ EEC Standard Parental Consent form
- ☐ A written statement of the licensee's attempts to accommodate the child's disability, including outreach to the local CFCE grantee and/or Mental Health Consultation Services grantee
- ☐ A written plan that describes the use of funds and how the program will transition the costs of the accommodation for the child from the flexible funding to its operating budget.
- ☐ Disabilities/Special Needs Flexible Funding Budget Request
- ☐ EEC Verification of Disability/Special Need for Children Form, including all required supplemental documentation (completed by a Physician, Psychiatrist, Psychologist, Nurse Practitioner, Psychiatric Nurse, Early Intervention Program Director or Special Education Staff Director with an accompanying letter)
- ☐ Proof of referral and/or documentation of service delivery to behavioral health specialist, early intervention services, or special education services, as appropriate
- ☐ Job description, if request is for an aide position
- ☐ If request is for training or consultation services, name of person and/or organization, with documented qualifications of ability to provide training and/or consultation

If the child is on an IFSP, IEP or 504 plan, the licensee must note whether the IFSP, IEP and/or 504 plan requires a 1:1 aide for the child or other accommodation that the program is seeking through this flexible funding request (i.e., if the program is seeking a one-on-one aide, but the child does not have an IEP, which requires a one-on-one, the licensee will be asked to explain this discrepancy in writing).